



STATE OF WASHINGTON
DEPARTMENT OF LICENSING

BOARD FOR ARCHITECTS
MEETING MINUTES
REGULAR BOARD MEETING

DATE: October 26, 2012

TIME: 9 AM

LOCATION: Washington State University
Carpenter Hall – Room 521
Pullman WA

BOARD MEMBERS PRESENT: Neitha Wilkey, Chair
Colin Jones, Vice Chair
Benson Nielsen, Secretary
Rick Benner, Member
Roch Manley, Member

STAFF PRESENT: Joe Vincent, Jr., Executive Director
Autumn Dryden, Administrative Assistant

1. Call to Order 9:11AM

1.1. Introductions

The board and staff members introduced themselves.

1.2. Order of agenda

The order of the agenda was amended as follows:

- 2.0 – The meeting with students was scheduled for 12PM
- 2.1 – A meeting with Mr. Gregg Kessler, Director and Professor with the School of Design & Construction, was added to the agenda at 11:30AM.
- 3.1 – While discussing the 2013 calendar, the board will discuss board representation at the Architects & Engineers Legislative Council (AELC) meeting on November 7 and the upcoming Washington Chapter of the American Institute of Architects (AIAWA) meeting in December.
- 3.2 – The building permit jurisdiction discussion was scheduled for 10AM when the board's Assistant Attorney General can participate via telephone.
- 8.1 – Added Guidelines for Building Officials task force.

- 8.2 – Added Law Exam task force.

Mr. Benner made a MOTION to approve the order of the agenda as amended. Mr. Jones seconded the MOTION and it passed.

1.3. Approval of minutes, August 24, 2012 meeting

Mr. Nielsen made a MOTION to approve the minutes as presented. Mr. Jones seconded the MOTION and it passed.

1.4. Review Communications

No business

2. Rule Adoptions/Hearings/Public Presentations

2.1. Meeting with students

The board and staff met with architecture students and answered questions on the board's role in regulating the profession and the licensing application process. Mr. Kessler, Director and Professor with the School of Design & Construction, met with the board about recent changes to the program.

3. New Business

3.1. 2013 board meetings

Board meetings were scheduled for the following dates and locations:

January 25, 2013	Olympia, WA
March, 8, 2013	Spokane, WA
May 31, 2013	Vancouver, WA
July 26, 2013	Olympia, WA – conference call
September 20, 2013	Washington State University - Pullman, WA
November 15, 2013	Western Washington University – Bellingham, WA

The board agreed to convert board meetings to conference calls if the agenda does not warrant a face-to-face meeting.

In addition to the board meetings, the board will consider working with community colleges to deliver licensing information to students and will coordinate with NCARB and sending a board member to a class at the University of Washington.

Action Item: Staff will research the possibility of connecting with NCARB to send a board member to the University of Washington with a member of NCARB.

3.2. Building permit jurisdiction

The board reviewed a recently closed complaint about Washington State University (WSU) architects being told not to stamp reports because the reports are not submitted to an outside entity for a permit. WSU acts as its own building department. The board discussed the issue with the advising AAG and questioned whether the board had jurisdiction over this type of activity and if it created a risk to public safety.

Action Item: Mr. Jones will draft a letter to be sent to WSU inquiring into the stamping, sealing, and permitting process.

4. Old Business

4.1. Review Master Action Items list

The board reviewed and discussed the master action items list.

Action Item: Discontinue publishing of the annual report/journal, and use articles that were submitted for the annual report/journal in upcoming bulletins.

Action Item: Staff will research the possibility of sending news bulletins to list serve members in the body of and email as opposed to as a link.

5. Complaint / Investigations

5.1. Files for review

5.1.1. 2012-09-0400-00ARC (Jones)

Mr. Jones recommended case 2012-09-0400-00ARC be closed without further action. Mr. Nielsen made a MOTION to accept this recommendation. Mr. Manley seconded the MOTION and it passed.

6. Legal Issues and / or Deliberation

6.1. Orders to be presented

No business

CLOSED SESSION, if necessary

7. Disciplinary & Investigation Items

7.1. Closed session deliberation report

No business

7.2. Current cases disciplinary report

Packet item; no action taken

7.3. Disciplinary sanctions report

Packet item; no action taken

8. Committee/Task Force Reports

8.1. The board created a task force to work on the new Guidelines for Building Officials website. Task force members are Mr. Nielsen (Chair), Mr. Manley, and Mr. Jones.

The board discussed input received from the Board of Registration for Professional Engineers and Land Surveyors on Frequently Asked Questions (FAQs) developed by the Washington Council of the American Institutes of Architects (AIA Washington Council). There continues to be disagreement

regarding several questions and answers, causing delays in posting the FAQs on the Board for Architects website.

Action Item: Mr. Vincent will discuss the disagreements and challenges in getting the FAQs posted with Mr. Twiss (Board of Registration for Professional Engineers and Land Surveyors) and Mr. Bowman (AIA Washington Council).

8.2. The board created a task force to work on the new law exam that will replace the currently used law summary. Task force members are Mr. Benner (Chair), Mr. Nielsen, and Mr. Jones.

Action Item: The task force will meet with staff to discuss the role and goals of the task force.

9. Board Executive's Report

9.1. Board / Staff Travel

Mr. Vincent will attend the next meeting of the NCARB Member Board Executives Committee on November 1 - November 3, 2012.

9.2. Reports

9.2.1. Financial Report

Packet item; no action taken

9.2.2. Statistics

Packet item; no action taken

9.2.3. NCARB MBE Committee – Sept. 14-15, 2012

Mr. Vincent and Ms. Wilkey reported on the meeting of the NCARB Member Board Executives (MBEs) and Board Chairs held in Washington, DC September 14-15, 2012.

9.3. Other Items

No business

10. Other Business

10.1. Action items from this meeting

Action items from the meeting were reviewed.

10.2. Agenda items for next meeting

- Select delegates for the NCARB Annual Meeting

10.3. Any other business

No business

11. Adjournment

2:20PM

Submitted by:

Joe Vincent, Jr.
Executive Director

Date

Approved by:

Neitha Wilkey
Board Chair

Date